



## Invitation to Bid      HNS 19-15

**NOTE:** Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address: <b>2910 Parkway Ave.</b>		<b>SAFE HOMES W/ LEAD</b>
Bid Walk: October 4, 2018 at 11:00 am		
Bid Opening: October 11, 2018 at 2:00 pm		
Client Name:		Contact Number:
Project Manager: Mike Taylor		Contact Number: 704-336-4115

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Mike Taylor (cell # 980-215-1156).

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be opened at 600 East Trade St. immediately following the above due date and time.**



**SAFE HOME**  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **2910 Parkway Ave.** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

***All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:***

Dollars (\$) \_\_\_\_\_

*Written total*

Specs Dated: 9/4/2018      Number of Pages: 6 pages plus 4 page lead scope plus floor plan

Addenda # 1 Dated:      Number of Pages:

Addenda # 2 Dated:      Number of Pages:

**Project Schedule:** *Minimum Start Date -*

**Completion Deadline:**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



### **Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Mikel Taylor  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 29202  
PH: (704) 336-4115  
Fax: (704) 632-8575



## **Instructions to Bidders**

### **Explanations to Bidders**

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

### **Preparation of Bids**

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

### **Submittal of Bids**

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



***SAFE HOME***  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

# Work Specification

Response Due: 9/4/2018 4:00 PM

Prepared By:

City of Charlotte Housing & Neighborhood Services

600 E. Trade Street

Charlotte, NC 28202

(704) 336-7600

## Property Details

Address: 2910 Parkway Ave  
Charlotte, NC 28208

Owner: Gregory Jarrell

Owner Phone: Home: (704) 654-6546

Structure Type: Single Unit

Program(s): Safe Home FY 2017

Square Feet: 1528

Safe Home FY 2018

Year Built: 1928

LeadSafe 2016

Property Value: 82400

Healthy Homes LBP 2016

Tax Parcel: 07109930

Census Tract:

Property Zone: Council District 3

## Repairs

### Description

Floor

Room

Exterior

### Permits Required

### General Requirements

The contractor is responsible obtaining and paying for all permits required. Said permits shall include all items in this scope of work.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

### Portable Toilet

### General Requirements

Provide temporary toilet facilities for the duration of the project.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

### Trash Removal

### General Requirements

After procuring all required permits, place AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Exterminate Termites

## General Requirements

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## See Attached Lead Scope

## General Requirements

ALL LEAD REMEDIATION WORK SHALL BE PERFORMED BY A STATE CERTIFIED LEAD ABATEMENT FIRM. A STATE PERMIT IS REQUIRED.

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.

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Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## R & R Porch Floor

## Porch Front

Remove existing porch decking and floor framing. Install new pressure treated floor framing to the same dimensions.

ANY LUMBER IN DIRECT CONTACT WITH SOIL MUST BE RATED FOR GROUND CONTACT.

Install new pressure treated 1 x 6 tongue and groove porch flooring. Prime and paint. Owner's choice of colors.

Cut grade along right front of house to eliminate build up of soil along porch band. Ensure positive drainage around the corner of the porch.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Floor System Repair

## Dining Room

Sister one termite damaged joist.

Install a dropped girder under the center point of the dining room joists, supported by masonry piers on concrete footings, sized and spaced to comply with the Building Code.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Exterior Steps Replace

Porch back

Replace existing wood steps and stringers to Code using pressure treat lumber. New treads shall be two 2" x 6" spaced 1/2" apart, and have 4 12" stringers.

SCOPE DOES NOT INCLUDE REPLACING HANDRAILS.

Healthy Homes

Bid Cost:  $\frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$

## Vapor Barrier

Healthy Homes

Remove all debris from crawl space and dispose of properly.

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

Healthy Homes

Bid Cost:  $\frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$

## Insulate Floor R-19

Healthy Homes

Install R-19 Kraft faced batt fiberglass insulation to floor where missing. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.

Healthy Homes

Bid Cost:  $\frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$

## Range Hood Exterior Vented

Healthy Homes

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof cap/damper assembly. Box in duct between cabinet and ceiling and paint to match wall.

NOTE: DUCT MAY HAVE TO BE OFFSET TO CLEAR FINISHED SECOND FLOOR AREA.

Owner's choice of color.

Healthy Homes

Bid Cost:  $\frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$

## Replace Smoke Detector

Bedroom front

Replace existing smoke detector with a new unit.

Bid Cost:  $\frac{\quad}{\text{Base}} \times \frac{\quad}{\text{Quantity}} = \frac{\quad}{\text{Total Cost}}$



# Work Specification

## Outlet Cover Plate

Replace missing or broken outlet cover plate.

## Washing Machine

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Slab Door Interior

Install a slab door to existing jamb, mortise in hinges and latch. Hole saw for the hardware. Include new hardware. Locking for bedrooms and bathroom, passage for all others. Match existing style and finish.

## Bedroom front

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Screen Door - Wooden

Replace screen door with wood framed screen door & hardware, including pneumatic closure. Paint 2 coats white low VOC semi-gloss paint.

## Porch back

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Cover Ceiling

Install a prefinished melamine panel over the ceiling finish in the basement stair well. Caulk around perimeter.

## Basement Stairs

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Crown Molding

Install primed 2-1/4" finger jointed crown molding around the perimeter of the ceiling. Caulk and paint semi-gloss white.

## Living Room

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Crown Molding

Install primed 2-1/4" finger jointed crown molding around the perimeter of the ceiling. Caulk and paint semi-gloss white.

## Dining Room

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Prep & Paint Ceiling

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked, and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with Owner's choice of low VOC acrylic flat latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

## Hall

INCLUDES CRACK AND PATCH REPAIR

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Prep & Paint Ceiling

Den

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked, and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with Owner's choice of low VOC acrylic flat latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

INCLUDES FINISHING DRYWALL REPAIRS TO PAINT READY CONDITION.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Prep & Paint Ceiling

Bathroom front

Cover hardware, fixtures, and accessories not to be painted. Scrape loose, peeling, cracked, and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with Owner's choice of low VOC acrylic semi-gloss latex. Uncover hardware, fixtures and accessories.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Pedestal Sink - Complete

Bathroom front

Install a vitreous china pedestal lavatory complete with single handled metal faucet with drain and pop-up , p-trap, supply lines, full port ball type shut-off valves & escutcheon plates. All materials and work shall comply with the Construction Standards and the Plumbing Code.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Repair Ceramic Tile Floor

Bathroom

Remove one cracked floor tile and replace with new tile provided by owner. RegROUT around replaced tile to blend with surrounding grout as close as possible.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Cut Back Landscaping at House

Site

Remove vine from back of house and dispose of properly.

Cut back bush in front of electric panel to provide a minimum 3' wide clear path to the panel.

Cut back any bushes or trees that may come in contact with the roof.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# LEAD ABATEMENT SCOPE OF WORK

## & INSTRUCTIONS TO BIDDERS

Address 2910 Parkway Ave.

8/16/2018

Complete the following scope of work **USING A STATE LICENSED LEAD ABATEMENT CONTRACTOR:**

Item Feature	Method	Number	Cost Per unit COST
Sides A through D-- Rafter tails, crown moldings, soffits (under side of roof sheathing), trim boards, and roof brackets	Remove existing gable support brackets on the front and rear gables and dispose of properly. Build and install new PT support brackets of the same size and style in the same locations. Remove crown molding and trim boards between rafter tails to open air flow to attic (dispose of properly). Install Tyvek and vented vinyl soffit on the underside of the rafter tails. Repair fascia as necessary and install Tyvek and metal to fully encapsulate rafter tails. Repair fascia on gable ends as necessary and install Tyvek and vinyl soffit and metal fascia wrap to fully encapsulate the gable overhangs. NOTE: THE CONDENSATE DRAIN LINE EXITING THE ATTIC ON THE LEFT SIDE MUST BE EXTENDED THROUGH THE SOFFIT. TRIM BACK VINE ON REAR GABLE AND OTHER SHRUBBERY AS NECESSARY TO WORK ON COMPONENTS.		
Sides A through D-- White wood corner boards	Cover with Tyvek and aluminum.		
Side A (Front) Porch-- Beams and trim boards	Cover with Tyvek and aluminum. NOTE: WRAP ON BOTTOM OF BEAM MUST BE INSTALLED IN SUCH A WAY TO PREVENT WATER INTRUSION.		
Side A (Front) Porch-- gray concrete stair step blocks (two sets) and gray concrete stair stringer caps	Scrape and repaint with non-slip epoxy paint.		

5 Windows 2A2, 2A2, and 2A3 (attic windows)	Remove window sashes and stops and dispose of properly. Install vinyl replacement windows with GBGs to match existing mullion pattern (4 over 1). Wrap all exterior window frame and trim components with Tyvek and aluminum.			
6 Basement Windows B1, C1, and D1	Remove all parts of existing window units and dispose of properly. Install 2x pressure treated wood frames in foundation opening and screw pressure treated 1/2" plywood panels to the frames with galvanized nails. Caulk perimeter of panels to masonry with waterproof caulk.			
7 Side C--Basement Door and Frame AND purple wood window sashes on ground	Remove all parts of existing door and frame as well as window sashes on ground and dispose of properly. Install a 2x pressure treated door frame in the foundation opening. Install stops on all four sides and fit a 1/2" pressure treated plywood panel to the frame. Install three galvanized hinges and a galvanized hasp.			
8 Window 1C6 (Pantry Window)	Remove the existing sashes and stops and dispose of properly. Install an Energy Star rate fixed sash vinyl replacement window in the opening. Wrap all painted exterior window components with Tyvek and aluminum. Scrape and paint all interior painted window components. TRIM BACK VINE ON REAR GABLE AS NECESSARY TO WORK ON COMPONENTS.			

Back Porch (All painted components)	Trim back vine as necessary to work on porch components. Remove lattice and screen. Remove quarter round around perimeter of wainscoting and repair wainscoting as necessary. Remove screen door and set aside for owner. Remove door stop. Remove existing porch ceiling and crown molding. Remove the molding on the skirt board under the flooring and cut the flooring flush with the skirt board. Remove shelf above door to kitchen and save for re-installation. <b>Install Tyvek on all interior and exterior painted porch and door components. Install vertical vinyl soffit on interior and exterior of wainscot panels. Repair framing as necessary and install vinyl soffit on the ceiling. Wrap all remaining interior and exterior painted components of the porch and door with aluminum. Install new screen and white composite lattic strips.</b> Reinstall shelf above door to kitchen. Dispose of all removed components properly.			
Rear bathroom ceiling	Cover ceiling with 3/8" drywall. Tape, mud, and sand to a paint ready finish. Install bed molding around the perimeter of the ceiling. Prime and paint the bed mould and ceiling with white semi-gloss paint.			
Kitchen Walls and Ceiling (including pantry closet and shelving)	Remove pantry shelving and supports and dispose of properly. Cover ceilings with Tyvek and 3/8" drywall. Tape, mud, and sand to a paint ready finish. Scrape loose paint on walls, patch and repair cracks and defects in plaster. Skim coat and sand rough areas of walls to produce a smooth paintable surface. Install new wood shelving the same size and configuration as existing shelving. Prime and paint walls, shelving, and ceiling with semigloss paint. Owner's choice of colors.			
Kitchen--Side A spice cabinet	Remove door hardware. Trim all four edges of door to bare wood. Re-install door with new hinges and latch similar to existing. Door shall operate smoothly without rubbing on other components. Scrape and paint all components of cabinet, door, and trim. NOTE: Back panel of cabinet is not original and does not require treatment.			

13	Doorway between Kitchen and Hall	Scrape and paint all painted components, including jamb up to the joint with the hall side casing.			
14	Doorway from Kitchen to Back Porch	Scrape and paints door side and head casings.			
15	Pantry Doorway	Scrape and paint all painted components to include both the kitchen and pantry side trim as well as the jambs.			
16	Door to Bathroom from Kitchen	Scrape and paint door side and head casings and jambs to stop. Install longer screws in top hinge of door to prevent rubbing on frame.			
17	Kitchen--Windows D1 and D2 (over sink)	Scrape and paint all painted components.			
18	Clean for Clearance	Specialized cleaning as necessary in order to achieve HUD lead grant clearance. Refer to LRA. Multiple dust wipe samples above action levels.			

Total Bid: \$ \_\_\_\_\_

The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within \_\_\_\_\_ days of award.

Signature of authorized contractor representative \_\_\_\_\_

Contractor Submitting Bid: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

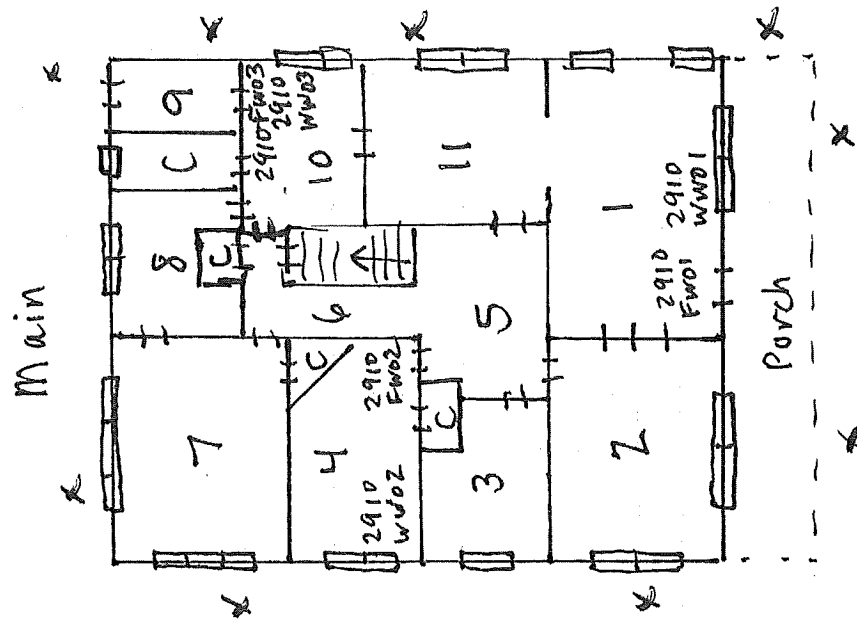


# ROY CONSULTING GROUP CORPORATION

*Providing integrated environmental and geotechnical solutions*

2910 Parkway Avenue  
Charlotte, NC 28208


**SIDE C**




**SIDE B**

**SIDE D**

## Legend

 = Window

 = Door

X = Soil Sample Location

**SIDE A**

**NOT TO SCALE**